

1. The first step is to identify the problem. This involves understanding the current situation and the goals that need to be achieved.

2. The second step is to analyze the problem. This involves breaking down the problem into smaller, more manageable parts.

3. The third step is to develop a plan. This involves determining the steps that need to be taken to solve the problem.

4. The fourth step is to implement the plan. This involves putting the plan into action.

5. The fifth step is to evaluate the results. This involves assessing the effectiveness of the solution and making any necessary adjustments.

6. The sixth step is to communicate the results. This involves sharing the findings with the relevant stakeholders.

7. The seventh step is to document the process. This involves recording the steps taken and the results achieved.

8. The eighth step is to review the process. This involves reflecting on the experience and identifying areas for improvement.

9. The ninth step is to implement the improvements. This involves putting the lessons learned into practice.

10. The tenth step is to monitor the results. This involves tracking the progress and ensuring that the goals are being met.

Yean-Hsi Chang

2835

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Class	Subclass	Date	Examiner

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